

NAME																	SOCIAL SECURITY NUMBER			LEAVE CAT.			MAX. C.O.			SCD					
LEAVE YEAR																	LWOP	OT	LWOP	ANNUAL			SICK			COMP TIME			HRS	AL	CL
LP	PP	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	LP	LP	YTD	E	U	BAL	E	U	BAL	E	U	BAL	WKD	C/O	C/O	
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Key:
LP-Leave Period
PP-Enter Pay Period Ending Date
YTD-Year to Date

W-Compensatory Time Worked
U-Compensatory Time Used
MAX. CO.O-Maximum Carry-Over

SUGGESTED POSTING:
W-Hours Worked
A-Admin. Leave
AL-Annual Leave
SL-Sick Leave
OT-Overtime
L-Leave Without Pay

SCHEDULE: (Other than 80)

EFF DATE & HOURS